



**The Center for Creativity, Innovation, and Discovery
APPROVED Minutes**

April 23, 2026

Public Session from 6:00 - 8:00 PM (MDT)

Location: 170 W. Spring Creek Pkwy, Providence, UT 84332

Members of the public may attend in person or view the meeting live at:

1. Opening Business: Barbara Lundberg, Board Chair

1.1. Call to Order at 6:08 PM

1.2. Roll Call

- Board Members: Barbara Lundberg, Kira Robinson, Julie Lammara, Kyle Glass
- Mickie Balls Board Recorder
- Melia Balls Executive Director
- Bill Graham Dean of Students
- Megan McGrath will be joining later
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2. Consent Agenda: Board of Directors

2.1. Approval of minutes from from March 26, 2026 board

meeting 2.2. Acknowledgement of receipt of Executive Report

- Kyle moved to approve the minutes and Barbara seconded the motion. The motion carried unanimously.

3. Public Comment: Members of the Public. The public is welcome to send written comments to barbara.lundberg@ccidschool.org.

4. Achieving the School's Mission and Vision, Barbara Lundberg, Board Member

- Barbara shared thoughts about the astronaut call with the International Space Station, the Cool School News experience, and fieldwork opportunities. She shared a quote from the Artemis

astronauts and being a crew. She tied this quote into the vision of CCID and the school crew.

5. Finance Committee Report, Nate Adams, Business Manager, Kyle Glass, Treasurer

5.1. FY26 Monthly Financial Report

- We see some items getting close to the forecast as we get close to the end of the fiscal year. Nate marked these line items in yellow in the finance report.
- Nate and Melia received a call from the state regarding last year's budget. They checked in and were happy with the current financial state of the school.
- Kyle asked why we seem to have a yearly scare about the budget at the beginning of the year and end up pretty healthy by the end of the year. Nate explained a lot of what he works with before October is estimates which can lead to starting with a smaller budget.
- Julie and Kira asked about remaining funds at the end of the year and where they go, specifically funds earmarked for certain things (SPED). Nate explained that funds allotted for restricted line items the goal is to break even. Remaining funds roll into a positive program balance for the next year. Barbara clarified that the school spends restricted funds first so those line items get close to zero and the funds in non-restricted line items can go into the PTIF.

5.2. Update on Annual Account Balances

5.3. Preview of 2026-27 Budget

- Nate and Melia have been working on the budget for next year. Using the estimates from the state we will have a large deficit in the budget due to the large drop in Average Daily Membership. The October count is going to be crucial for the budget.
- The current salary portion of the budget is looking very healthy and has had minimal impact on the bottom line. Melia shared that she is working to put salaries in a spot where they will match with Cache County School District. This will be an approximate 8% increase for teachers and 4% increase for admin and support staff.

6. Fee Hearing, Second Consideration of Fee Schedule, School Year 2026-27, Board of Directors.

- This is the second hearing for the school fees, so we will be voting on the fee schedule. Kira moved to adopt the Fee Schedule for 2026-2027 and Julie seconded the motion. The motion carried unanimously.

7. Fraud Risk Assessment Report, Melia Balls, Executive Director, Nate Adams, Business Manager

- Nate explained that the state requires each school to conduct a Fraud Risk Assessment annually. This ensures that measures are in place to protect the school from fraud. Historically, CCID has scored as many points as we can score for the past few years. The school does not have an internal audit function which only applies to schools with over 10,000 students. So that section does not apply to us. Melia and Barbara signed off on the report. This item does not require a vote but is simply informational.

8. Update on Fieldwork Grant, Melia Balls, Executive Director • Julie moved to approve the Innovation Grant proposed by Miss Molly. Kira seconded the motion and the motion carried unanimously.

9. Consideration of Staff Bonuses, Melia Balls, Executive Director •

Staff members were given a bonus funded by the state (non-certified). Melia is proposing giving certified staff the same amount of a bonus from the excess funds not to exceed \$40,000.

- Julie moved to approve staff bonuses and Kira seconded the motion. The motion carried unanimously.

10. Executive and Enrollment Report, Melia Balls, Executive Director

- Melia reviewed enrollment numbers for next year as outlined in the enrollment report.
- Melia reviewed the school events listed in the executive report.

11. Legislative Recap at Thomas Edison, Melia Balls, Executive Director

- The UAPCS is hosting a Legislative Recap at Thomas Edison which includes a light dinner.

12. Policy Review, Board of Directors

12.1. Admissions and Enrollment Policy (Revised)

- There is a new section added based on new law. This law makes it so that we cannot enroll a student until we received their records from the prior school. In Cache County we have the Cache County School

Coalition which represents the local schools. The coalition is working to establish a system that will help to streamline sharing records.

12.2. Student Acceleration and Retention Policy (Revised)

- This now includes criteria for retention or acceleration. It gives more information about SPED and EL students.

12.3 Safe Schools, Discipline, and Behavior Policy (Revised with input from last month)

- Includes the revisions in language requested at last month's board meeting.
- Kyle moved to approve the Admissions and Enrollment Policy, Student Acceleration and Retention Policy, Safe Schools, Discipline, and Behavior Policy. Julie seconded the motion and the motion carried.

13. Board Elections, Barbara Lundberg, Board Chair

- Barbara outlined the roles for the board.
- Julie nominated Barbara to be board chair
- Barbara nominated Kyle to be treasurer
- Executive (Audit) Committee: Barbara and Kyle
- Finance Committee Chair: Kyle
- Marketing Committee Chair: Barbara
- Facilities Committee Chair: Kyle
- Academic Excellence Committee Chair: Julie
- Culture Committee Chair: Kira
- The board discussed potential people to recruit for the board. • Julie moved to approve Barbara Lundberg as board chair and Kyle Glass as treasurer with no other elected board positions. Kira seconded the motion and the motion carried unanimously.

14. Board Training: Audit Function and Audit Committee Training, Melia Balls

- Melia conducted the training as distributed

15. Executive Session: Closed in accordance with the Utah Open and Public Meetings Act, Board of Directors

- Barbara moved to enter closed session and asked admin and Mickie to enter

closed session with board.

- Aye Votes:

- Kira Robinson
- Kyle Glass
- Julie Lamarra
- Barbara Lundberg

- Coming out of closed session Julie moved to approve the Executive Director Evaluation Rubric and Kira seconded the motion the carried unanimously. ●

Kira moved to extend Melia's contract through the end of June. Julie seconded the motion and the motion carried unanimously.

16. Housekeeping and Adjournment: Barabara Lundberg, Board Chair